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DDI-1649-65

NPIC/D-43-65
26 March 1965

PNB

MEMORANDUM FOR: Assistant Deputy Director (Intelligence)

SUBJECT: NPIC Records Management Program

REFERENCE: Your Memorandum, dated 12 March 1965; Subject: Records Retirement

1. The problem of records management in general and records disposition in particular has been of increasing concern to me during the past year. To highlight problem areas and recommend solutions, a study was undertaken earlier this year by a member of my Staff on this matter. As a result of this study I have established a full-time records management officer position in the NPIC Management Services Staff to bring the requisite professional skills and background to bear in this important area of management. We have recently concluded negotiations with the DD/S for the assignment of a professional records management officer to NPIC and [] has been designated to fill this vacancy. He is scheduled to report to the Center on 5 April 1965.

2. Although there have been a number of separate actions undertaken by NPIC divisions and staffs to eliminate inactive records and reduce the cost for filing wherever possible, these actions have been taken on a decentralized basis and without benefit of an NPIC records control schedule. [] first task will be the development of such a schedule. All of the NPIC materials currently held in the Agency's Records Center are vital materials since we have not had a retirement program in being up to this time.

3. Rather than submit a report on our efforts in the records management field, which I feel would be premature at this time,

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I would like to give [] an opportunity to develop a centralized program and when he has something tangible to report send forth a description of our efforts. This matter has been discussed by [] of my Staff with [] and he is perfectly agreeable to this course of action.

[]

ARTHUR C. LUNDAHL
Director
National Photographic Interpretation Center

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